

## **CITY OF BURBANK**

### **SUPERVISING ACCOUNT CLERK**

#### **DEFINITION**

Under direction, to supervise the activities of Account Clerks; to perform responsible accounting clerical work; and to do related work as required.

#### **ESSENTIAL FUNCTIONS**

Supervises and coordinates the work of accounting clerical personnel in payroll or accounts payable; classifies and reviews a variety of accounting records; prepares and oversees the preparation of various payroll and accounts payable records; conducts pre- and post-audit of time sheets; prepares input for the computer system; assists in the development of systems procedures and improvements; trains and assists in evaluating employees; researches and initiates responses to employee and department inquiries; responds to vendor inquiries; operates calculator, word processor, and other office equipment; operates a computer terminal to enter, modify, or retrieve data.

#### **MINIMUM QUALIFICATION**

##### **Employment Standards:**

- Knowledge of - of modern office methods, procedures and equipment; basic arithmetic; methods, practices and terminology used in financial clerical work; modern fiscal recordkeeping procedures.
- Ability to - plan and direct the work of others; work independently under limited supervision; classify and interpret a variety of statistical and related information; operate a variety of office equipment, including calculators and computer terminals; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

**Education/Training:** Five years of recent increasingly responsible clerical accounting experience and high school graduation or equivalent.

#### **SUPPLEMENTAL INFORMATION**

A valid California Class "C" driver's license or equivalent may be required at time of appointment.